

TITLE OF PROJECT: _____

Full name and address of organization applying: _____

Village or Quarter _____ Region: _____

Telephone: _____ E-mail: _____

Project Address (if different from organization's address): _____

Village or Quarter: _____ Region: _____

Primary CONTACT PERSON:

Name _____ Telephone: _____

Title/Organization: _____ E-mail: _____

Secondary CONTACT PERSON:

Name: _____ Telephone: _____

Title/Organization: _____ E-mail: _____

Who will manage the grant money and the project (list person(s) and title(s))?

Project Coordinator : _____

Name _____ Telephone: _____

Title/Organization: _____ E-mail: _____

Organization Information:

In what year was this organization/association established?

How many members does your organization have?

What is your organizations core work?

Who benefits from your organization's activities (please be specific)?

Has this organization received Community Grants Funding from the US Embassy before? If so, please give the name of the project and the year awarded.

Has the organization implemented similar projects in the past? Please give examples

PROJECT DESCRIPTION:

Tell us briefly about your project. What is the activity the organization is proposing to do with these funds? How many people will the project impact? (Examples: purchase of three manual Singer sewing machines, provide literacy training for 120 children, etc.)

What have you already done to implement this project? (Examples: foundation laid, walls raised to roof level, funds raised, etc.)

When did work on the project begin or when do you anticipate it will begin?

Explain how much is remaining to complete the project and how long it will take. (You must attach an activity timeline like the example attached to this form.)

What are the organization's and/or community's contributions to this project? Please be specific and list estimated value of community contributions.

Why is this project needed? Who will benefit from this project? How will the project benefit your organization, your members, and the community? (please be specific)

Beneficiaries:

How many people will directly benefit from this project? Direct beneficiaries are the people who will actively engage with the project. (15 women will be able to use the sewing machines, or 35 school age kids will receive educational kits)

Women 18 yrs+	
Girls 0-17 yrs	
Total Females	

Men 18 yrs+	
Boys 0-17 yrs	
Total Males	

Total direct beneficiaries:

How many people will indirectly benefit from this project? Indirect beneficiaries are people who will directly engage with the project, but will still benefit from it. (For example, if 15 women are able to purchase sewing machines with SSH funds and use the machines to generate income, their children will benefit)

Women 18 yrs+	
Girls 0-17 yrs	
Total Females	

Men 18 yrs+	
Boys 0-17 yrs	
Total Males	

Total indirect beneficiaries:

Please describe how you plan to sustain the project after Self Help funding expires.

When completed, will the project produce money or income?

How much?

Who will control any income generated, and how will it be used? Please provide detailed information regarding future plans with the income generated through this project

Every project considered for funding will be visited before final approval. Please include a sketch or description with this application, showing how to find your project site. Please enclose with your application an endorsement letter from the community leader, chief of village, prefect or relevant official indicating support for your project.

FINANCIAL SUMMARY:

(Please attach a detailed budget or cost estimate to your application, as well as pro forma invoices from at least two different sources)

What is the total cost of this project?

How much money have you already spent on this project?

Who provided this money?

How much money are you requesting from the United States Embassy?

Please be specific; use the attached budget format to list all budget items.

Applicant Signature

I certify that all information contained in this form is correct to the best of my knowledge.

Print Name	Signature	Date

All proposals should use the following sample budget format.

BUDGET estimated expenditures necessary for the implementation of the Activity

The budget should be stated in local currency and include notes explaining the costs associated with each of the budget line items and other relevant information to support the proposal's budget. There should be a direct relationship between the activities described in the proposal and the budget.

Sample A

	Description of Items(materials, equipment, supplies)	Unit Price	Quantity	Total FCFA	Local Contribution	SSH contribution
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	Total					

Sample B: Activity timeline

All proposals should use the following sample activity timeline.

[illegible]

LOCATION: WHERE CAN WE FIND YOUR PROJECT?